



***State of Washington  
Department of Transportation  
Notice to Consultants  
Bainbridge Ferry Terminal Improvement Project***

The Washington State Department of Transportation (WSDOT) announces a Request for Statements of Qualifications (SOQ) from consultants interested in providing planning, project management, environmental, engineering, and architectural services for Washington State Ferries (WSF.) The approximate dollar value of the consultant agreement will be \$6 million to \$9 million for Bainbridge's 10-year Capital Plan, and it may be as high as \$17 million if all improvements are funded. WSDOT will award ~~a minimum of~~ one (1) agreement.

**Project Description**

This project will implement the 10-year Capital Plan for the Bainbridge Island Ferry Terminal. The goal of this project is to provide an inter-modal transportation center meeting travel demands for the next 30 years by increasing overall efficiency of the ferry terminal, improving safety, balancing operational considerations with impacts to affected communities and environment, and accommodating transit as part of State's and Regional Plans.

In this 10-year Capital Plan, the project will include the following improvements:

- Dock Widening;
- Offsite Mitigation;
- Overhead Passenger Loading Structure Replacement;
- New Terminal Building;
- Passenger Pick-up/Drop-off;
- Sidewalk Extension;
- Exit Lanes and Exit Holding Lanes to Intersection;
- Entrance Lanes and New Local Access;
- Removal of Local Access Pavement and Toll Plaza/Agent's Office; and
- Ferncliff Avenue Improvements and Bicycle Storage.

Beyond the 10-year plan, the project is programmed with the following unfunded improvements:

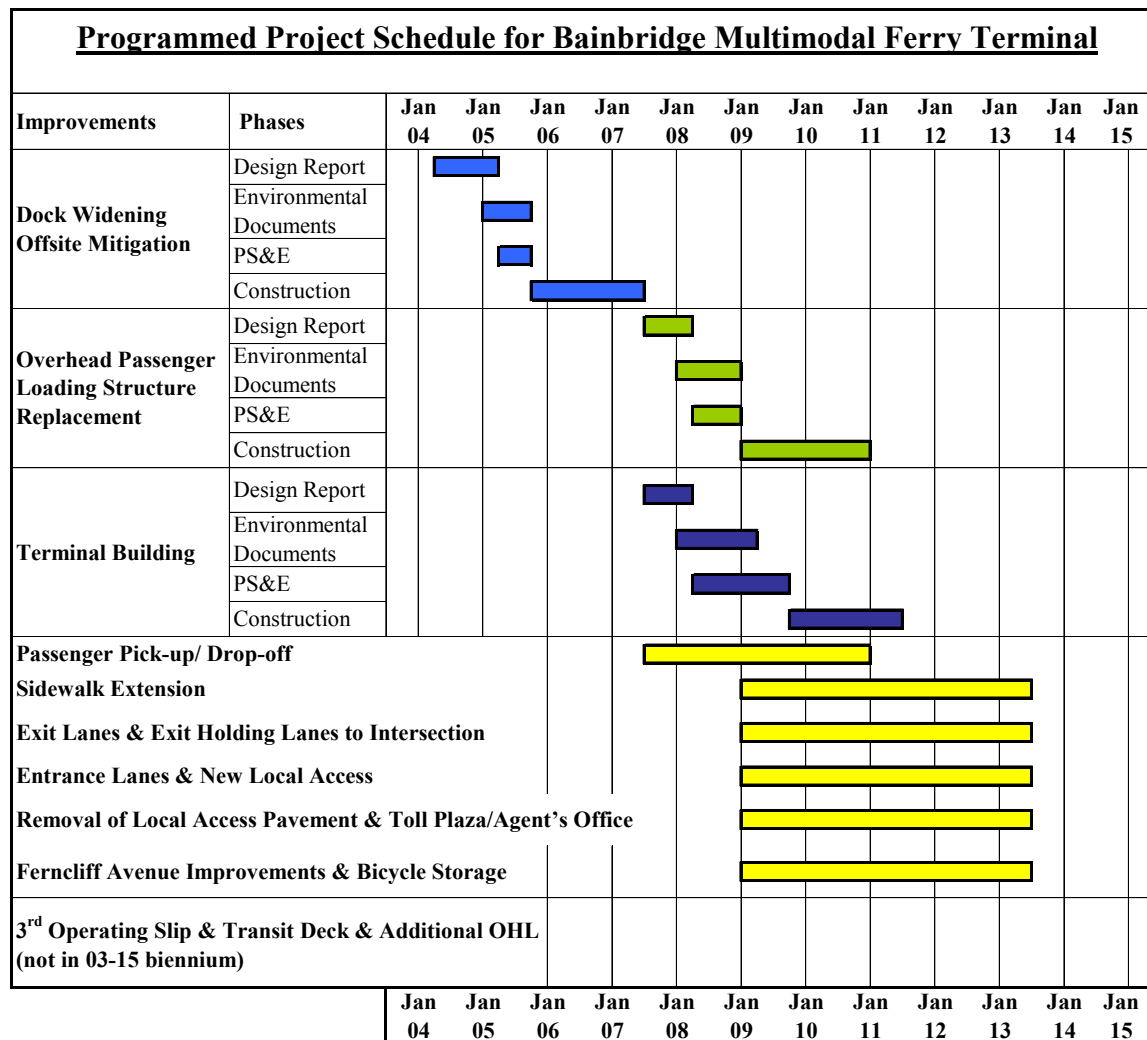
- Third Operating Slip;
- Third Overhead Passenger Loading apron; and
- Transit Deck and Toll Plaza Embankment.

The complete scope of the project (funded and unfunded improvements) is laid out in the 1998 Master Plan. The development of the entire project will be divided into phases with each phase containing one or more improvements. Among the funded improvements, funding may be subject to change except for the improvements of the Dock Widening and Offsite Mitigation and the Overhead Passenger Loading Structure Replacement.

The entire scope of the project, including the funded and unfunded improvements, shall be reviewed, evaluated, modified as needed to meet the current WSF's strategic organizational business goals. In addition, the funded improvements shall be reviewed and designed to accommodate/match the un-funded improvements.

Currently, the Dock Widening portion of the project is in the Preliminary Design Phase, which is scoped through a Design Report. The successful consultant will coordinate efforts with the current consultant to create a smooth transition.

### **Schedule**



Note: The above schedule is informational only.

**General Scope of Work**

The work under this project shall consist of providing environmental, and engineering services to review, study, and prepare environmental and PS&E documentations for funded improvements. As part of this work, the consultant shall perform the following:

- Review existing documentation, including but not limited to, master plan, scoping and design reports;
- Create, maintain, and update a project schedule with resource loading in P3e/c;
- Review and consider how the funded and unfunded improvements fit together to provide a well-integrated multi-modal transportation center;
- Develop a strategy for determining the appropriate environmental and permit documentation for each phase including the master plan;
- Perform cost analysis and risk management process conforming to the WSF's risk management standard;
- Coordinate with WSF's Cooperate Communications Office to obtain consensus from local residents and other stakeholders such as City of Bainbridge Island, Washington State Patrol, Kitsap Transit, WSDOT Highways, Commuters, Washington State Traffic and Safety, affected Tribes, Commercial Vendors, Bicycle Users, etc.;
- Negotiate with any affected tribes;
- Preparing the appropriate NEPA/SEPA documentations and necessary environmental permit applications that are site specific and phase specific;
- Identify, plan, coordinate/execute all tasks needed in providing a complete set of plans, specifications, and estimates (PS&E) for each phase; and
- Provide construction project management support during construction.

The consultant team shall provide the skills of planning, risk assessment, risk management, and managing project delivery pertaining to ferry transportation and terminal projects. The consultant team shall provide professional and technical expertise and experience, including but not limited to Civil, Structural, Electrical, Mechanical, Architectural, Geotechnical, Environmental, and Coastal Engineering, that are pertinent to design and construction management of buildings, trestles, wing walls, dolphins, transfer span, other marine structures, and site improvements.

The State will retain all public relations work in-house. The consultant will coordinate, utilize, and support this effort. The consultant will provide Project Management services to develop/maintain/meet the project scope/schedule/budget, and to manage the consultant team throughout the project. The consultant will be responsible for managing the project and for furnishing all the technical staff to deliver the work product as defined herein. The State reserves the right to retain portions of the project to complete in-house or supplement consultant services with in-house staff. State staff may work in the consultant's offices.

The State has copies of the following documents for the consultant to review:

- Master Plan "Bainbridge Island Multi-Modal Ferry Terminal" dated May 1998;
- Design Report "Bainbridge Island Ferry Terminal Near Term Dock Widening/Replacement" dated May 1998; and



- Design Report “Bainbridge Island Ferry Terminal Near Term Projects Elevated Walkway, Passenger Overhead Loading, Pedestrian Connection to the existing City Trail” dated May 1, 1998.

The above documents are available for review at the following address:

Washington State Ferries  
Terminal Engineering  
811 - 1st Avenue, Suite 300  
Seattle, WA 98104

Contact: Hien Trinh, Project Marine Engineer, at 206-515-3775.

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants), no more than 10 sub-consultants will be scored;
4. Project Manager’s Familiarity with WSF Earned Value Project Management System (Prime Consultant and Sub-Consultants);
5. Project Manager’s Project Delivery Approach (Prime Consultant and Sub-Consultants);
6. Team’s Approach and Success in Environmental Documentation and Permitting Highly Controversial and Complex Marine Environmental Projects (Prime Consultant and Sub-Consultants);
7. Team’s Experience in Designing Multi-Modal Transportation Facilities; and
8. References/Past Performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. Scoring criteria will be rated on a scale that varies from 0 (Low) to 20, or 30 (High.)

Note: Most of the above types of services must be directly related to an engineering project, if not, they must be procured following the personal services procurement requirements Revised Code of Washington (RCW) 39.29.

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11"



paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets A and B. Your Statement of Qualifications for:

“Packet A” must clearly identify your firm name and the title of the Request for Qualifications on the cover and consist of:

- Your responses to Criteria 1 through 7.

“Packet B” must clearly identify your firm name and title of the Request for Qualifications on the cover and consist of:

- Your letter of transmittal;
- Your response to Criteria 8; and
- Your Submittal Information Packet forms, for both the Prime and all sub-consultants on your proposed team.

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications on the cover of the submittal packets and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, June 16, 2004:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2nd Floor  
724 Quince Street SE  
Olympia, WA 98504-7323



Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7147.

Any questions regarding the technical aspect of this submittal should be directed to Mr. Hien Trinh, Project Marine Engineer/Project Manager for WSF at 206-515-3775.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, May 19, 2004 and Wednesday, May 26, 2004.

Submittal Due Date: Wednesday, June 16, 2004.